TK20 User's Manual

For Content Supervisors

Prepared January 2015

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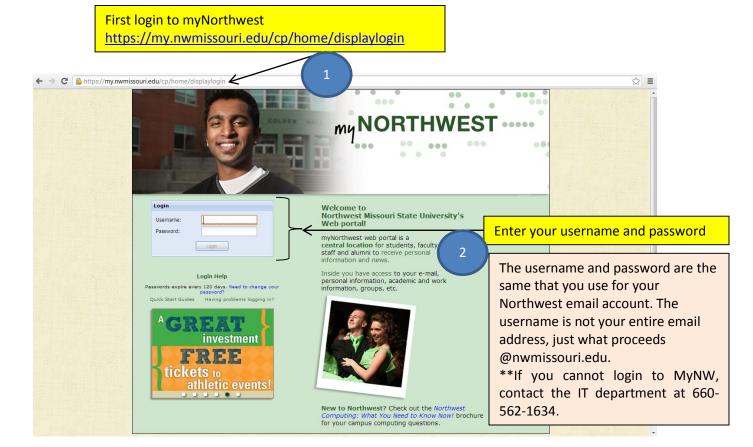
Click the Topic

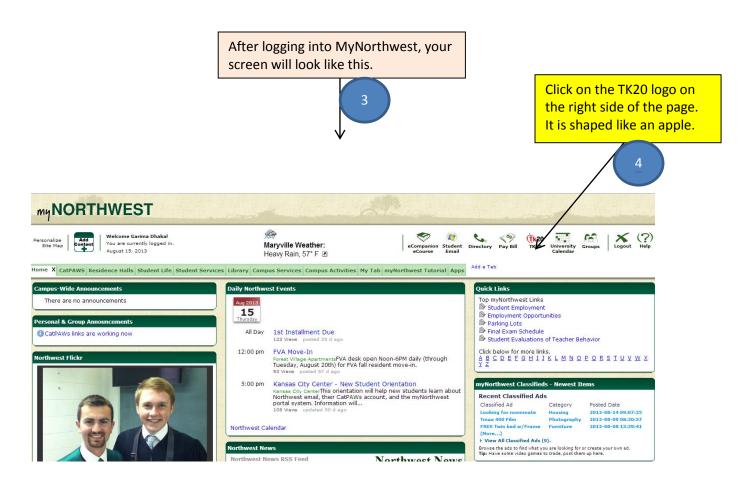
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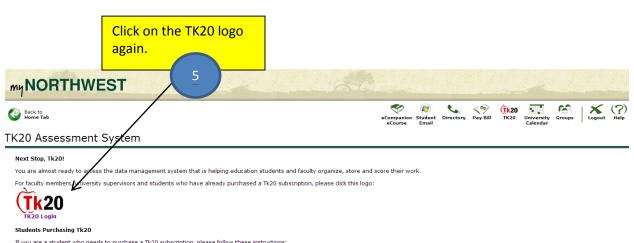
1. TK20 Login

You can access myNorthwest as follows:

- 1) Go to the university websitehttp://www.nwmissouri.edu/
- 2) Go to Connect and then click myNorthwest.







If you are a student who needs to purchase a Tk20 subscription, please follow these instructions:

- 1. Click on the Tk20 logo above
- On the following error page, click on the link titled "register or purchase new account"
- 3. When prompted for your "username", enter your 919 number

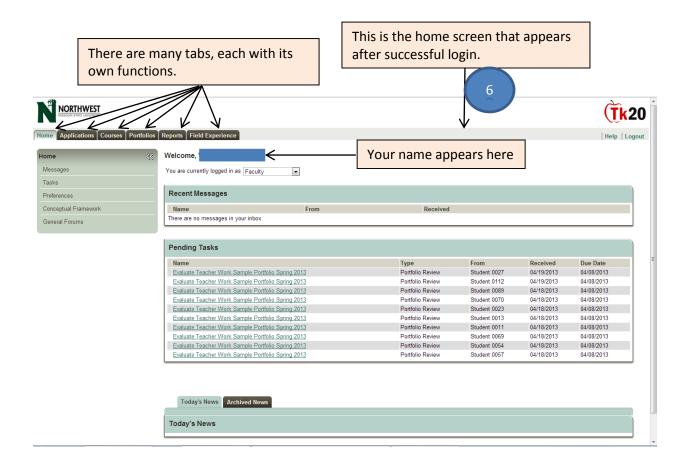
 4. If you have purchased a Tk20 booklet at the bookstore, enter the code provided in the booklet

 5. If you would like to purchase your subscription online, enter your credit card information

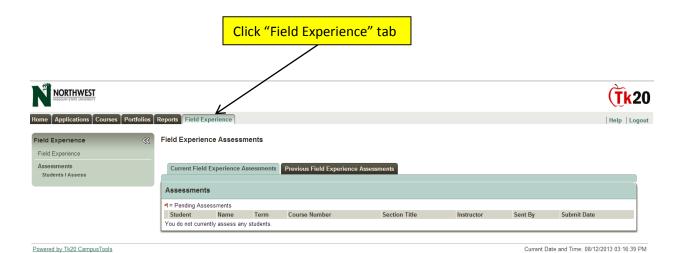
NOTE: After logging into Tk20 for the first time all users will be locked out of the system for 48 hours while their information is confirmed. This period will last longer if incorrect information has been input by the user.

Please contact Tk20@nwmissouri.edu with problems related to purchasing your subscription.

Learn to Use Tk20

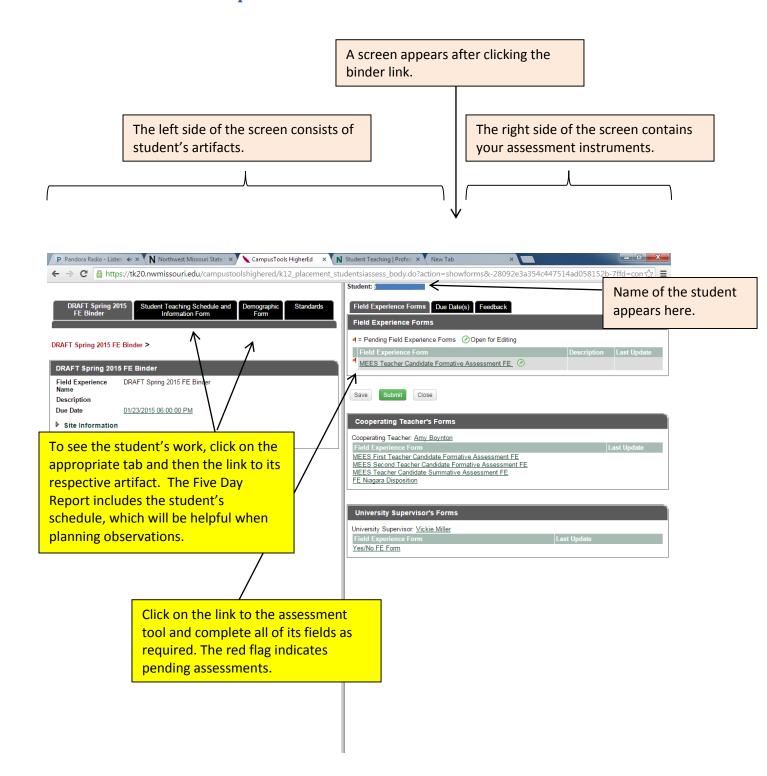


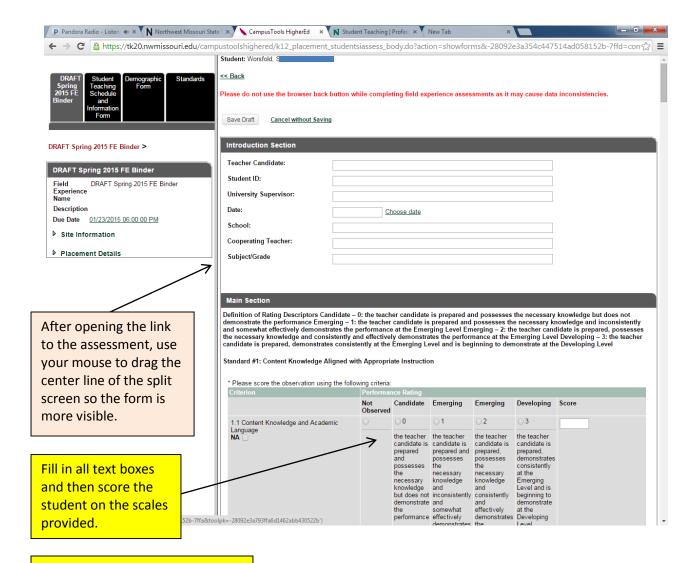
2. View a Field Experience Binder



Click the link in order to access the binder. Field Experience Assessments Previous Field Experience Assessments Assessments 4 = Pending Assessments Fall 2012 ▼ Course Number Section Title Fall 2012 EDUC 61470 DIR TCHG ELEM-SEC SCHOOL 2/06/2012 Student Teaching Field Experience Binder DIRECTED TCHG ELEM SCHOOL Student Teaching Field Experience Binder Fall 2012 EDUC 61471 1/28/2012 Student Teaching Field Experience Binder Fall 2012 EDUC 61471 DIRECTED TCHG ELEM SCHOOL 2/05/2012 Student Teaching Field Experience Binder Fall 2012 EDUC 61471 DIRECTED TCHG ELEM SCHOOL 1/04/2012 Student Teaching Field Experience Binder Fall 2012 EDUC 61473 DIRECTED TEACH EARLY CHIL 2/05/2012 The name of the student appears here. The name of the instructor and whoever sent the Field **Experience Binder appears** Each pending binder will here. have a red flag in front of it.

3. Assess a Field Experience Binder





Click "Save Draft" when you have completed the assessment

HINT: You do not need to use the "grade" option at the bottom of this form.

Once this form has been saved, please click the "submit" button on the binder main page.

4. Contact Information

First stop:

Consult Tk20 Information website (for Content Supervisors): http://www.nwmissouri.edu/dept/peu/tess/tk20/faq.htm

Second stop:

Contact us using the Tk20 email account: <u>mam77@nwmissouri.edu</u>

Third stop:

Finally, if no answer is heard back within two days, call Mike McBride directly at 660-562-1089.